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LOGISTICS SERVICES DIVISION WEEKLY REPORT PERIOD ENDING 16 May 1984

I. Progress Report on Tasks Assigned by DCI/DDCI:

No items this reporting period.

- II. Items/Events of Major Interest:
- a. Quality of Life: Drawings for an additional shower in the exercise room at Headquarters Building were completed. They are on hold pending approval by the DDA to proceed with this project.

The Southeastern Floor Company has completed the installation of flooring in the exercise and locker rooms. This completes this project which included the replacement of the running track in Headquarters Building.

Universal Craftsmen Company has completed the installation of the third floor corridor lights and are presently installing lights on the second floor of Headquarters Building.

- b. Parking Spaces on Headquarters Compound: This past weekend, the Carrier Maintenance Section, with assistance from Space Maintenance and Facilities Branch (SM&FB) personnel, striped six spaces in South Lot, three in G Lane and three in H Lane, to convert them into 24 two-wheel vehicle spaces. Two spaces in the driveway of the VIP Parking Lot were numbered and restriped, and 82 spaces on the front roadway were renumbered.
- C. Transportation: Van transportation was provided for the East Asia Division, DO, on 12 May the East Asia Division, DO, on 8 May, for the European Division, DO, from 6 through 10 May, for the Office of Soviet Analysis, DDI, on 10 May, and for the Near East and South Asia Division, DO, on 11 May 1984.

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- d. <u>Training</u>: Two members of the Architectural Design Staff (ADS) were on TDY in Huntsville, Alabama, from 7 through 11 May 1984 to receive further Intergraph (CADD) training.
- e. Drawings: Drawings for the relocation of the Watch Office, DO, to Room 7-F19, Headquarters Building, were completed by ADS and issued to SM \S FB. This was done in response to a high priority request from the ODDO.

A member of ADS is in the process of reviewing plans prepared by a contract architect for renovations to offices of National Intelligence Officers located in the 7-B Corridor at Headquarters Building.

Drawings for demolition work on the fourth floor of Headquarters Building for the Office of Soviet Analysis, DDI, were completed and issued to SM&FB. Construction phase drawings are nearing completion.

f. Renovations at Headquarters: The Sheetmetal Shop has installed the filter grill which completes the replacement of the three-speed motor and thermostat for the new ceiling-mounted fan core unit in Room 6-F19 for OSO, DDS&T.

Carpenters and masons have completed their work in Rooms 1-E4810/4822 for the Office of Current Reference, DDI. Painting on this project is 90 percent complete, and electricians are 80 percent complete.

Carpenters completed work in Rooms 4-G29/43 for the Office of East Asian Analysis, DDI. Painting and electrical work are in progress.

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h. Carpeting: On 7 May carpeting was installed in Rooms 2D52 and 2E06, Headquarters Building, for the Combined Support Staff, DO, and on 8 May 1984, in Rooms 3E-27/29 for the Insurance Branch, Office of Personnel, DA, and 3D-5340 for the Latin America Division, DO. Carpet tiles were installed in Rooms 816-836, Chamber of Commerce Building, for the Office of Training and Education, DDA, on 12 May 1984.

III.	Significant	Events	Anticipated	During	the	Coming	Week:

No items this reporting period. Chief Logistics Services Division

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